

CraftED

Skilled Trades Career Readiness Pre-Apprenticeship — Course Syllabus

Instructor: Dr. Colby Webb

Delivery Mode: Online (LearnDash + Weekly Teams Meetings)

Duration: 6 Weeks

Meeting Time: Saturdays at 5:00 PM (PST)

Teams Meeting Link: [Insert Microsoft Teams Link Here]

Course Overview

The Skilled Trades Career Readiness Pre-Apprenticeship prepares learners to enter apprenticeship programs or skilled trade careers with a foundation of safety awareness, professionalism, and employability skills. Over six weeks, participants will explore trade pathways, develop technical aptitude, build essential workplace habits, and assemble a professional portfolio to showcase their competencies. This course aligns with WIOA career readiness standards and serves as a bridge to registered apprenticeship or industry employment.

Course Objectives

- Identify trade career pathways and assess personal aptitude.
- Demonstrate workplace safety practices and OSHA awareness.
- Apply basic technical, math, and measurement skills relevant to multiple trades.
- Read and interpret simple blueprints and project plans.
- Exhibit professionalism, teamwork, and effective communication.
- Compile a professional portfolio demonstrating readiness for employment or apprenticeship.
- Develop a career roadmap with short-, mid-, and long-term goals.

Weekly Breakdown

Week	Focus Area	Key Lessons & Tasks	Apply & Reflect
1	Skilled Trades Overview & Aptitude	Introduction to trades and personal aptitude	Select a trade pathway, and reflect on interests.
2	Workplace Essentials	OSHA-10 fundamentals, PPE, and communication	Safety scenario and professionalism exercises
3	Universal Technical Skills	Tool identification, measurement, and math.	Measurement reference guide
4	Project Skills & Blueprints	Blueprint reading and project planning.	Interpret the blueprint and create a timeline.
5	Employability & Transition	Resume building and mock interviews.	Mock interview recording and reflection.

6	Portfolio & Career Launch	Portfolio completion and career roadmap.	Submit portfolio and final reflection.
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Assignment Submission Requirements

Each week, students are required to submit two completed documents for each lesson:

- **Apply Submission Document — a structured response form demonstrating comprehension and skill application for that lesson. Students complete all tables, response boxes, and annotation logs directly in the document.**

File naming format: Lastname_Week#.LessonNumber.pdf (e.g., Smith_Week3.5.pdf)

- **Student Reflection Form — a self-assessment tool covering concept confidence ratings, open questions, and connection to career goals.**

File naming format: Lastname_Week#.LessonNumber_Reflection.pdf (e.g., Smith_Week3.5_Reflection.pdf)

Both documents must be submitted as PDFs to the assignment portal each week. Students should also save copies to their Career Portfolio Google Drive folder in the corresponding ApplyAndReflect subfolder.

Late submissions will be accepted up to 72 hours after the deadline with a 10% deduction. Submissions beyond 72 hours require instructor approval and may affect portfolio completion standing.

Self-Starter Expectations

This is a self-directed online program. Success depends on your ability to take initiative, manage your time, and hold yourself accountable — skills that are equally valued on any job site.

Students are expected to:

- Log in and engage with each lesson before the Saturday Teams meeting — come prepared with questions.
- Complete all Apply Submission Documents and Reflection Forms by the posted weekly deadline without reminders.
- Treat each assignment as a professional deliverable, not a worksheet — formatting, accuracy, and care reflect your readiness to enter the workforce.
- Reach out proactively if you are falling behind — do not wait until the end of the week.
- Demonstrate the same reliability and initiative in this course that employers will expect on Day 1 of your apprenticeship.

The trades reward people who show up prepared and ready to work. That standard begins here.

Portfolio Requirements & Google Drive Setup

Each learner will maintain a Google Drive portfolio folder as digital documentation of skills and growth.

Setup Instructions:

1. Create a folder titled "Lastname_Firstname_TradePortfolio".
2. Inside, create subfolders:
 - Resume
 - Certifications
 - Projects
 - ApplyAndReflect
 - CareerRoadmap
 - Final Portfolio
3. Set sharing permissions to 'Anyone with the link: Viewer'.
4. Upload weekly assignments to the corresponding folders.
5. Submit your Drive link in the Week 6 submission area.

Certifications

Credential	Issued By	Description & Purpose
OSHA-10 (Construction or General Industry)	U.S. Department of Labor / OSHA Authorized Trainer	Verifies understanding of basic workplace safety, PPE, hazard identification, and worker rights. This is one of the most valued entry-level safety credentials across trades. (Delivered via authorized training partner integration or accepted upload of prior certification.)
Pre-Apprenticeship Completion Certificate	CraftED Workforce Solutions (WIOA-aligned)	Confirms completion of a structured pre-apprenticeship meeting DOL and state workforce readiness standards. Can be shared with apprenticeship sponsors or employers to verify preparedness.
Digital Portfolio & Career Roadmap Validation	Instructor-Signed Credential	Serves as verified documentation of the learner's skills, reflections, and career plan — a critical tool when applying for apprenticeships or employer-sponsored training.

Assessment Overview

Category	Weight	Description
Apply & Reflect Assignments	40%	Weekly performance tasks demonstrating learning outcomes
Quizzes (Weeks 1–6)	30%	Short knowledge checks + Final comprehensive quiz
Portfolio & Career Roadmap	20%	Capstone evidence of readiness
Participation & Teams Sessions	10%	Attendance, engagement, and professionalism

Exit Interview & Graduation Policy

Completing all six weeks of coursework and submitting your portfolio does not automatically guarantee graduation, program certification, or placement into an apprenticeship or interview.

Exit Interview

All students who complete their coursework will participate in a structured Exit Interview conducted by the instructor or a designated program reviewer. The purpose of this interview is to assess whether the student is genuinely prepared to represent CraftED in a professional employment or apprenticeship setting. The exit interview evaluates:

- Professional communication and presentation
- Demonstrated understanding of trade-specific knowledge from Weeks 1–6
- Quality and completeness of the portfolio and career roadmap
- Evidence of the self-starter mindset and real career action steps taken
- Overall conduct, reliability, and professionalism throughout the program

Grade Submission & Placement Readiness

Following the exit interview, the instructor will submit a final grade and a readiness determination. Students should be aware of the following:

- Graduation and program certification are contingent on both academic performance and the instructor's professional assessment of the student's readiness.
- Placement into an employer interview or apprenticeship referral is not guaranteed. It is earned through demonstrated commitment, consistent performance, and professional conduct across the full six-week program.
- If the instructor determines that a student is not yet ready for placement — due to incomplete work, insufficient skill demonstration, or professionalism concerns — the student will be so notified in writing following the exit interview.

Re-Application Policy: Students who are not cleared for graduation or placement may re-apply to the program after a minimum waiting period of six (6) months from the date of their exit interview notification. Re-admitted students are expected to demonstrate meaningful growth in the areas identified during their initial review.

This policy exists to protect the integrity of the CraftED program and the value of its credentials. Employers and apprenticeship sponsors rely on our recommendation as a signal of genuine readiness. We take that responsibility seriously — and so should you.

Professional Conduct & Communication

Learners are expected to maintain professionalism in all meetings and submissions. Communicate respectfully, arrive on time, and complete assignments with integrity. Instructor communication is available via Teams or email, with responses typically within 24 hours Monday–Friday.